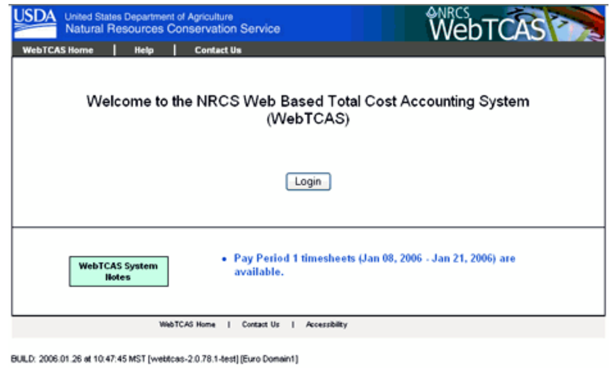
WebTCAS – Timekeeper Getting Started Quick Reference

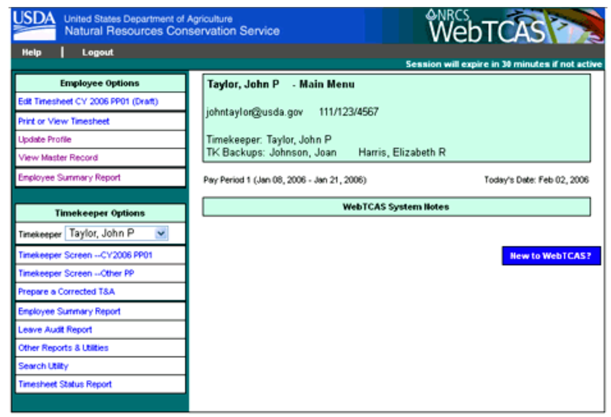
Logging In

- Using Internet Explorer, go to the WebTCAS site http://webtcas.nrcs.usda.gov/webtcas
- Click **Login**.
- Login using your eAuthentication ID and password, Timekeeper Main Menu will display.
- System notes display on login page.



Using the Timekeeper Main Menu

- Access options on main menu bar below banner or from leftside menu (customized by your WebTCAS user type).
- System notes also display on main menu page.
- Click **Help** or **New to WebTCAS** to access online help and documentation.
- Timekeeper options:
  - Timekeeper Screen - Current Pay Period
  - Timekeeper Screen - Other Pay Period
  - Prepare a Corrected T&A
  - Employee Summary Report
  - Leave Audit Report
  - Other Reports & Utilities
  - Search Utility
  - Timesheet Status Report

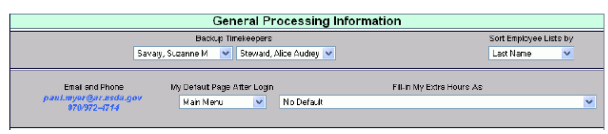


Setting Up Your Timekeeper Profile Data

The first time you use WebTCAS and before you do anything else, set up your user profile.

- Click **Update Profile** on your Main Menu.
- Click the down arrow in the first Backup Timekeeper block.
- Click the name of your primary backup.
- Repeat selection for the second Backup Timekeeper block to assign your secondary backup.
- Click **Save Profile** on the toolbar to save your changes and to return to the Main Menu.

After initial set up, you only need to go to this screen to change your timesheet set up.

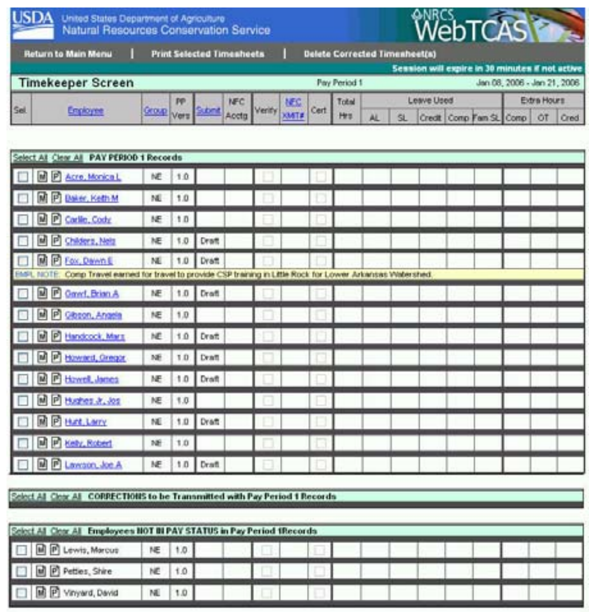


Backing up another Timekeeper

- On the Main Menu, click the down arrow in the selection box under Timekeeper Options (your own name is selected by default).
- Click the name of the Timekeeper whose employee records you need to see.
- Perform Timekeeper tasks as needed.

Using the Timekeeper Screen

- Click **Timekeeper Screen** – (for the pay period being processed) under Timekeeper Options.



Left Side of Timekeeper Screen

- From the Timekeeper Screen you can access and process all your employee records. The screen functions are arranged from left to right in the order that you would normally use them as you process your T&As.
- Make any necessary changes to an employee master record (for example, to adjust leave balances).
  - Click the next to the employee name.
  - Make change(s).
  - Type explanation of changes made in the “Document all Master Record changes” block.
  - Click Save on the toolbar to save your changes and return to the Timekeeper Screen.
- Make any necessary changes to an employee profile.
  - Click the next to the employee name.
  - Make change(s).
  - Click Save on the toolbar to save your changes and return to the Timekeeper Screen. Normally, employees maintain their own profiles. However, as the Timekeeper you can update an employee’s profile, if necessary.
- Review Notes and/or Warning messages entered by employees or generated by the system.
  - Look for a yellow “sticky note” block under an employee name and read the message. Notes come from the employee. Warnings are generated by the WebTCAS system. Both types of messages should act as a “heads up”

that there is something unusual about the timesheet that might require some additional action by the Timekeeper.

- Review the timesheet summary data for an employee.
    - Look at the columns on the right side of the screen following the certify column. You'll see a summary of total hours recorded for the PP, leave used, and extra hours earned. This is a great place to do a quick check to see if the employee took leave or earned comp/overtime. Then you'll know whether or not you have to check for documentation authorizing this activity (for example, leave slips, comp/overtime requests, etc.).
- Enter or make corrections to an employee timesheet.
    - Click that employee's name in the Employee Name column.
    - Make change(s).
    - Click Submit to TK to save data, submit timesheet, and return to the Timekeeper Screen.

Right side of Timekeeper Screen

- Make any necessary changes to accounting data (for example, if you need to split hours worked among different accounting codes).
    - Click the under the NFC Acctg column for that employee.
    - Make change(s).
    - Click Save on the toolbar to save your changes and return to the Timekeeper Screen. Once you've made and saved accounting changes, the turns yellow. This is a reminder to the Timekeeper that they have made changes to the accounting data for this timesheet.
- Verify timesheets
    - Click the block under the Verify column for the timesheet you want to verify. You can only verify timesheets that have a date in the Submit column. Once you verify a timesheet, it will automatically be sent to NFC in the next transmission cycle. Don't verify a timesheet until you are ready for it to be submitted to NFC. Once a timesheet has been sent to NFC, you will have to do a Corrected T&A if

any changes need to be made.
• Print timesheets
  • Click the checkbox under the Sel. column for each timesheet you need to print.
  • Click Print Selected Timesheets on the toolbar. If an employee enters his or her own timesheet online and the supervisor certifies the timesheet online, there is no need to print the timesheet. Otherwise, a timesheet needs to be printed so the employee and/or supervisor can sign the timesheet for official file purposes.	